

<b>ACTIVITY SECURITY CHECKLIST</b>	DIVISION/BRANCH/OFFICE <b>Auto Craft Shop/Bldg. 1122</b>	ROOM NUMBER	MONTH AND YEAR <b>April 2003</b>
Irregularities discovered will be promptly reported to the designated Security Office for corrective action.	<u>Statement</u> I have conducted a security inspection of this work area and checked all the items listed below.		
TO (If required)	FROM (If required)		THROUGH (If required)

  

ITEM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1. Security containers have been locked and checked.	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	
2. Desks, wastebaskets and other surfaces and receptacles are free of classified material.	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	
3. Windows and doors have been locked (where appropriate).	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	
4. Security alarm(s) and equipment have been activated (where appropriate).	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	
5. Change fund is security and deposit made.	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	
6. Call the PMO at close of business x21112.	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	
INITIAL FOR DAILY REPORT	<div style="display: flex; justify-content: space-between; font-family: cursive;"> <span>11 11 11 11 11</span> <span>11 11 11 11 11</span> <span>11 11 11 11 11</span> <span>11 11 11 11 11</span> <span>11</span> </div>																														
TIME																															

ACTIVITY SECURITY CHECKLIST				DIVISION/BRANCH/OFFICE Auto Craft Shop/Bldg. 1122												ROOM NUMBER				MONTH AND YEAR May 2003											
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1. Security containers have been locked and checked.	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓
2. Desks, wastebaskets and other surfaces and receptacles are free of classified material.	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓
3. Windows and doors have been locked (where appropriate).	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓
4. Security alarm(s) and equipment have been activated (where appropriate).	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓
5. Change fund is security and deposit made.	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓
6. Call the PMO at close of business x21112.	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓
INITIAL FOR DAILY REPORT	BS	BS	BS	BS			AL	AL	AL	AL	AL			AL	AL	AL	AL	AL			AL	AL	AL	AL	AL			AL	AL	AL	AL
TIME																															

ACTIVITY SECURITY CHECKLIST			DIVISION/BRANCH/OFFICE Auto Craft Shop/Bldg. 1122														ROOM NUMBER				MONTH AND YEAR June 2003												
Irregularities discovered will be promptly reported to the designated Security Office for corrective action.			<u>Statement</u> I have conducted a security inspection of this work area and checked all the items listed below.																														
TO (If required)			FROM (If required)														THROUGH (If required)																
ITEM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
1. Security containers have been locked and checked.	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓				
2. Desks, wastebaskets and other surfaces and receptacles are free of classified material.	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓				
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5. Change fund is security and deposit made.	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓				
6. Call the PMO at close of business x21112.	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓				
INITIAL FOR DAILY REPORT	RL			RL	RL	RL	RL	RL			RL	RL	RL	RL	RL			RL	RL	RL	RL	RL			RL	RL	RL	RL	RL				
TIME																																	